



Official Minutes of the City of Cottonwood
Planning & Zoning Commission Meeting
Held, October 19, 2009 at 6:00 PM at the Council Chambers
826 N. Main Street - Cottonwood, Arizona

Call to Order

Chairperson Kiyler called the meeting to order at 6:01 PM.

Roll Call

Chairperson Kiyler	Present	Member Gonzales	Present
Vice Chair Lovett	Present	Member Kevin	Absent
Member Cox	Present	Member Wasden	Present

Staff Present:

George Gehlert, Community Development Director
Charlie Scully, Long Range Planner
Wes Ballew, Planner
Leslie Wager, Administrative Coordinator, Recorder

Public Present:

Ron Grafe

CALL TO THE PUBLIC

There was no response.

APPROVAL OF MINUTES

Regular Commission Meeting:

Motion: ***To accept the minutes of the Regular Meeting July 20, 2009 as written.***
Moved by: ***Gonzales***
Second: ***Cox***
Vote: ***Unanimous approval***

Work Session Commission Meeting:

Motion: ***To accept the minutes of the work session meeting July 20, 2009 as written.***
Moved by: ***Lovett***
Second: ***Gonzales***
Vote: ***Unanimous approval***

UNFINISHED BUSINESS

1. **Update regarding Cottonwood Bicycle Plan**

Director Gehlert reported the adoption of the plan was postponed until the 10/20/2009 City Council meeting. Director Gehlert anticipates the plan will be adopted at the meeting.

2. **Update regarding proposed annexation of State Trust Land**

Director Gehlert reported the annexation is an ongoing process. The City is currently working through some technicalities. The City will be holding further public meetings on the topic in the near future. Gehlert stated the Planning and Zoning Commission would be asked to respond to rezoning over the next year.

3. **Update regarding “Verde Front” trails planning**

Charlie Scully reported the Verde Valley Regional Trail Plan is under way. There are participants from all over the Verde Valley, which form the group that will work toward cleaning up areas for recreation and trailheads. The first priority of the group is to establish locations along the forestland around Cottonwood to create continued trails. Lovett, who is a part of the group, stated the excitement the group has that the state is working with all the local communities to accomplish the recreation trails. The groups’ first meeting in Cottonwood will take place on December 7, 2009 at 6 pm at the Public Safety building on Sixth Street.

NEW BUSINESS

1. **DR 08-054** Design Review associated with renovations to the old Foxworth / Galbraith building. The site includes 1.62 acres currently zoned C-1 and AR-20. APN: 406-43-008. Address: 111 N. Main Street. Owner: City of Cottonwood. Agent: Dan Lueder, Development Services Manager. Director Gehlert stated there are several concerns he would like the Commission to address. The biggest concern is the screening of the back of property, height and character of screen wall. Representative for the Police Department, Gary Eisenga, stated the PD would like to have an 8-foot wall with security wire on the top to go around the evidence building. Gary stated the fence along the back property would be 30 feet in from the property line to accommodate for landscaping. Gary noted chain link fence with slats along 17th street would be better for security purposes. It would allow officers to drive by and look through fence to check on property versus having to stop and look around with block fence. The Commission then addressed the representative for the Utility Department, Roger Biggs, on the concerns of the exterior paint and signage of the front of building located on Main Street. The Commission would like to see the front of the building dressed up a bit with two tone paint and possible river rock on pillars. Chairperson Kiyler asked Biggs if he believed those things would be possible, it turn Biggs stated he believes they would be.

Motion: ***To approve the project subject to the following stipulations:***

- 1. That the development conforms to the site plan dated 10/01/09 and the Letter of Intent dated 10/12/09.***

2. *That all comments from the Code Review meeting of 11/12/08 be addressed, including those associated with access, parking, drive aisle, dumpsters, landscaping, lighting, colors and signage.*
3. *That additional parking be designated on-site.*
4. *That bicycle parking be added to the front of the site, together with an ADA accessible sidewalk connection.*
5. *That adequate sound proofing be provided in conformance with the Zoning Ordinance, Section 404.V.1.*
6. *That eight (8) feet walls are approved in tandem with barb wire along the north, east and south property boundaries, within the AR-20 zone.*
7. *That the north and south walls are to be composed of decorative concrete. The east wall (along 17th St.) may be slatted chain link in combination with bushes.*
8. *The front of the building along Main Street shall have 2-tone paint and river rock/stone work on front of columns. Please submit paint colors for P&Z approval.*

Moved by: Cox
Second: Wasden
Vote: Unanimous

2. **DR 09-023** Design Review associated with the construction of a 9,100 square foot Dollar General Store on the south half of Lot 11 of Cherry Park Subdivision. The site includes 0.43 acres located in a C-2 (Heavy Commercial) zone adjacent to the SW corner of East Cherry Street and South Main Street. APN: 406-06-263. Owner: Glenarm Land Co. / WSC Partners, LLC. Agent: Gregg Freeman, Construction Management Associates. Planner Wes Ballew stated the concerns and recommendations the Planning Department had on the project for P&Z to consider. Chairperson Kiyler then opened the floor to questions for representative/agent Gregg Freeman. Several issues were mentioned by members of the commission and discussed such as, the building being located at the front of lot versus back, more landscaping being incorporated, the reflective roof-being seen from drivers on Main Street, sign details being provided, possibilities of saving the existing trees. Freeman responded with the following comments. As far as the building being located in the front instead of back of lot, Dollar General has a requirement that parking be located in front of the building. Freeman noted other businesses in the area all have their parking in front. Freeman stated he has no problem incorporating more landscaping but will need to discuss adjusting the required parking to make room. Freeman stated the "reflective roof" is part of the standard design building used by Dollar General but if the commission requires the shielding of the reflective roof he will bring that to the owners attention. Chairperson Kiyler stated he would like to give Freeman a list of concerns to address and discuss the project again and next months meeting. Freeman noted Dollar General handles their own sign permits. When asked about saving the trees Freeman noted that it comes down to a budget and excavating issue and did not know if it would be possible.

Motion: *To table DR 09-023 subject to submittal of a new proposal which observes the following:*

- 1. That the project be developed in conformance with the submittal dated 9/17/09 and Letter of Intent dated 9/24/09.*
- 2. That all comments from the 7/28/09 Code Review meeting be addressed.*
- 3. That reflective surfaces be treated to reduce reflectivity.*
- 4. That mature trees be saved and incorporated into the site proposal, as feasible.*
- 5. That bicycle parking and pedestrian connection to the sidewalk be provided on-site.*
- 6. That a lumen calculation be submitted for south parcel only.*
- 7. That all street side mechanicals, backflow devices and drainage implements are properly painted and screened with vegetation, subject to approval via final inspection prior to issuance of a certificate of occupancy.*
- 8. That elevations of any retaining walls be submitted for Staff approval.*
- 9. That sign permits be obtained. Please submit sign detail for Design Review.*

Please also provide other possible locations for the building closer to the street and specifications on interior floor plan so that parking and landscaping requirements may be verified; and landscaping details which demonstrate compliance with the Landscape Code.

Moved by: Wasden
Second: Gonzales
Vote: Unanimous

- 3. DR 09-029** Design Review associated with exterior remodel of the existing Denny's Restaurant. The structure includes 4,817 square feet, located in a C-1 (Light Commercial) zone at 2211 East SR 89A. APN: 406-04-058. Owner: Gary Roy Hansen / QK Inc. Agent: Chuck Saab, Food Service Concepts. Planner Wes Ballew reported the project is a renovation to the existing restaurant. There will be no changes to the footprint of the building, the outside landscaping, or the parking lot. The existing building has wood clapboard siding with a tile roof and faux river rock base. The applicant would like to remove the wooden siding, apply a stucco treatment, and change the color of the existing awnings from green and white stripes to bright red. The roof and base rock will remain. Ballew stated the concerns and recommendations the Planning Department had on the project for P&Z to consider. Chairperson Kiyler then opened the floor to Chuck Saab from Food Service Concepts, who is representing the owner. Saab noted in response to Ballews concerns that the trees are staying in place, the canopy lights are fully shielded and can be shined down towards the ground.

Motion: *To approve the project subject to the following stipulations:*

1. *That the project be developed in conformance with the site plans dated 9/14/09, elevations dated 8/11/09 and Letter of Intent dated 9/15/09.*
2. *That the river rock wainscot remains.*
3. *All street side mechanicals, backflow devices and drainage implements are properly painted and screened with vegetation, subject to approval via final inspection.*
4. *That no existing trees be removed.*
5. *That all canopy lights be fully shielded.*

Moved by: Gonzales
Second: Lovett
Vote: Unanimous

4. **Discussion regarding possible General Plan amendment process pertaining to “procedural calendar.”**

Scully reported that in previous years a major amendment had to be submitted to and heard by the City Council in the same year the amendment was to take place. There was always a set date to apply by however the date changed every year. The new possible amendment would create one set date, making the submittal process easier due to the timeline in which it must follow.

DISCUSSION ITEMS

1. Discussion of possible future work sessions

Director Gehlert stated he would like to schedule a work session on Design Review for sometime in the near future.

Joint Session with the City Council and the Planning and Zoning Commission will take place on Thursday, October 22 at 6pm at the Public Safety Building located on Sixth Street.

2. Departmental Reports

No comments were made nor were any questions asked.

3. Miscellaneous Updates

P&Z member Pat Dixon resigned. The City is currently advertising for a new P&Z member. Director Gehlert believes the City Council will appoint a new member on November 17, 2009.

The Landscape Code was discussed with the City Council.

Carpet One building has been purchased by the City of Cottonwood for moving the Judge and the Cottonwood Municipal Court. There will be no design review needed by P&Z for this project.

Minerals Research is now through the plan process. Director Gehlert believes they will begin site work after the holidays.

INFORMATIONAL REPORTS

There were no informational reports or updates.

ADJOURNMENT

Chairperson Kiyler adjourned the meeting at 9:02 p.m.

Minutes prepared by: Leslie Wager

Date Approved: _____